2025-2026 Colchester Elementary School

	Judy O'Meara, Principal	Kelly Bahre, Assistant Principal
Staff Evaluation Responsibilities Together we supervise a comprehensive, multidisciplinary team including: • Early childhood (preschool) • K-2 elementary educators • Special educators • Related service • Student support staff • Instructional specialists • Operational personnel	• 5 Preschool Special Education Teachers • 4 Preschool Child Development Associates • 9 Kindergarten Teachers • 3 Special Education Teachers • 2 Special Area Teachers • 1 Library/Media Specialist • 2 Office Professionals • 1 Front Entrance Security Person • 2 School Safety Officers • 2 Nurses • Special Education Paraprofessionals • Assistant Principal	• 15 Grade 1 and 2 Teachers • 2 Special Education Teachers • Math Coach • Remedial Math Teacher • 3 Special Areas Teachers • Math Paraprofessionals • Reading Paraprofessionals
Assignments	**Leadership & Curriculum Building** Provide instructional leadership through the observation, evaluation, and coaching of certified staff to promote effective teaching and learning. Conduct classroom observations aligned with the CT Common Core of Teaching (CCT) Rubric and deliver actionable feedback to support professional growth. Engage educators in reflective dialogue to strengthen instruction and improve student outcomes. Monitor instructional effectiveness and implementation, using data to guide	**Day to Day Tasks** • Interview, hiring of new staff • Discipline/Investigations • Administrator for PPTs & 504 Meetings • Coverage for Recess and Lunch as needed • Crisis Team Member and Responder to Student Support Calls • Develop schedules • Coordinate Busing • Plan Kindergarten Orientation/Pre-K & K Collaborative • Class placement • School Safety, Drills, Crisis Team • CES Budget and Purchases

	professional development and school improvement efforts. Evaluate educator performance to ensure instructional excellence, accountability, and continuous growth.
	
	Collaborate with the Leadership Team to create and monitor 90 day goals aligned with Board of Education priorities, regularly reviewing progress to determine next steps and areas for continued growth. Partner with team experts to design and facilitate professional development that enhances instructional practices and student learning.
	
	Continue to refine and strengthen the MTSS process to ensure every student receives the academic, behavioral, and social/emotional support needed for success. Use multiple data points, intervention responses, and progress monitoring to inform decisions and improve outcomes for all learners. Engage all members of each student's team in a collaborative, data-driven process to identify needs early, match supports effectively, and guide instructional decision making.
		• Responsible for Preschool Improvement Plan, NAEYC Website, NAEYC Accreditation, ECHO Entry, Early Start CT, Preschool Team Meetings
		  • Responsible for Staff Attendance and Coverage
		  • PTO Liaison & Attend all PTO Events
		  • Liaison to C3
		  • Parent Drop off and Pick Up

State / Federal Reporting	• ED166 • ED165 • Kindergarten Inventory	• Early Start CT Monthly Roster, attendance, and fees collected • ECO Preschool Screenings for Special Education students • Office of Early Childhood Registry